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10 JAN 1983

MEMORANDUM FOR: Director of Personnel

VIA : Director of Finance
Deputy Director for Intelligence

FROM : Clarus W. Rice
Director of Central Reference

SUBJECT : Proposal for Alternative Work Schedule

1. This memorandum proposes a 5/4-9 alternative work schedule to be implemented by the indexing unit in USSR Division of the Office of Central Reference.

2. The Information Services Group of OCR is composed of five area divisions each of which has an indexing unit that is responsible for assigning bibliographic notations to intelligence documents for entry into OCR's AEGIS/RECON information retrieval data base. Each indexing unit is responsible for a particular geographic area and works in a relatively independent atmosphere. Alternate work schedules have already been implemented in four of the five indexing units in OCR.

3.

[REDACTED]

[REDACTED] Each employee will work one five-day week (44 hours) and one four-day week (36 hours) each pay period. Days off will be staggered so that there will normally be at least [REDACTED] employees present each day, including one supervisor. Work days will be nine hours long, except for one day during the five-day week which will be an eight-hour day. All of the unit members will work 0730-1700.

4. Implementation of the 5/4-9 schedule is not expected to affect unit routine or productivity. The proposed schedule is in accordance with Agency policies and regulations.

[REDACTED]
Clarus W. Rice

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SUBJECT: Proposal for Alternative Work Schedule

CONCUR:

STAT

JS Deputy Director for Intelligence

11 JAN 1983
Date

Director of Finance

Date

APPROVED:

Director of Personnel

Date

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